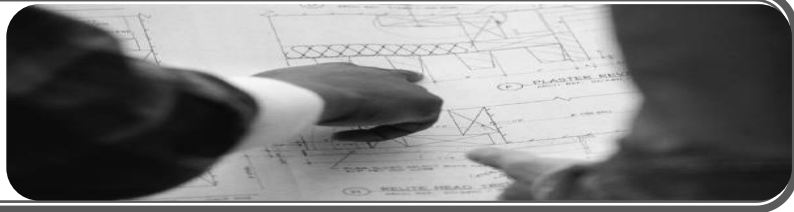


**WARREN CITY
PLANNING COMMISSION
WORK SESSION
MAY 5, 2014**



The Planning Commission held a Work Session on May 5, 2014, at 6:00 PM in the Conference Room of the Municipal Building.

ROLL CALL

Chairman Donald Nelson led the session. Members present were: Charles Conaway, Robert Dilks, Jr., Donald Nelson, Raymond Pring, Jr., and Pat Scutella. Steve Parinella and William Tarpenning were absent. David Hildebrand, Planner/Development Administrator; Nancy Freenock, City Manager; and Teena Leary, Executive Secretary were present.

VISITORS

Josh Cotton, Times Observer reporter, was present.

PENNSYLVANIA AVENUE EAST GATEWAY RENAISSANCE AND COMMERCIAL FAÇADE PROGRAM

Mr. Hildebrand presented materials previously utilized by the Main Street Façade Program and noted that, while they were developed with the downtown Historic District in mind, they may serve as the basis for the Renaissance Program. He briefly reviewed the history of the Façade Program and indicated that the area encompassed by the Main Street Façade Program may be expanded upon action by City Council. It was suggested that the area to be included in the Pennsylvania Avenue East Gateway Renaissance and Commercial Façade Program be Pennsylvania Avenue East from Conewango Avenue eastward to the Allegheny River.

Following discussion as to the potential amount of funding that may be available, the Commission began a review of the sample materials provided. Items reviewed included:

- Composition of the Design Committee: It was proposed that the Committee include members of the Commission, representation from the Redevelopment Authority, and a member of the City Building Codes Department.
- The manner in which to handle applications which are made by a building tenant rather than the owner: It was suggested that the owner be a party to the loan agreement.
- How to encourage participation in the program
- Mr. Dilks suggested a total investment (for Program purposes) in the amount of \$10,000 with \$5,000 to be provided by the applicant and \$5,000 to be funded by the Program. The suggested terms are 5 years at zero (0%) interest. If all payments are timely made for the first thirty (30) months, the remaining thirty (30) months would be forgiven hence making it a Loan-to-Grant Program.
- Mrs. Freenock suggested that the applicant be required to expend their matching funds prior to Loan-to-Grant monies being disbursed.

City Staff was asked to continue to review materials for possible inclusion in the program and to provide a draft document incorporating elements of the Main Street Façade Program with changes as discussed during the session.

ADJOURNMENT

Given the hour, the session was adjourned at 8:30 PM.